

A best practices Cheat Sheet for using the Facility Linkage Application (FLA) to correct data in FRS

Locating a Facility: Tips for improving locations.

1. The **location of a facility** should be where the facility or site is physically located. The address should never be a P.O. Box, headquarters, or administrative office.
A useful and commonly accepted address standard can be found at the following link:
<http://www.urisa.org/about/initiatives/addressstandard>
2. If a facility does not have a verified Lat/Long, and you provide a street address, geo-coding will automatically be triggered in the next refresh. For this reason it is recommended as a best practice that you verify the Lat/Long of any such location.
3. When encountering physical locations that are provided as **Public Land Survey System (PLSS) Descriptions of Township/Section/Range**, it is recommended that a user who wishes to provide locational information consider the following guide for advanced users:
http://www.epa.gov/enviro/html/fii/PDFs/Advanced_Users_Guide_to_Improving_Facilities_Using_PLSS.pdf

Visual Verification

1. **If a facility does not appear to have a location**, it can be found using online maps such as google or bing. The location can be found by clicking on the approximate location and letting the map return associated data.

Lat/long data should follow the standard provided below:

http://iaspub.epa.gov/sor_internet/registry/datastds/findadatastandard/epaapproved/latitudelongitude/LatLongStandard_08112006.pdf

2. Some facilities may show a **lat/long value in the "address" field**. In these instances the value is probably in WGS84 coordinate system since that is a common default for GPS units and online mapping tools like Google Maps and Bing Maps. Please be aware of this when choosing your coordinate system in the FLA.
3. For facilities which may be flagged for **invalid or anomalous city or ZIP**, a search against the USPS site can help to resolve those anomalies. For example it can show acceptable city names associated with a ZIP code
https://tools.usps.com/go/ZipLookupAction_input
4. The FRS visual verification SoP can be found at
http://www.epa.gov/enviro/html/fii/PDFs/FRS_Site_Location_SOP_v0_1_20130626.pdf
This document is a first draft and will likely be changed as we receive feedback from various data stewards

Working with Facility Names: Tips for making corrections and updates to facility names.

1. A Facility name should at a minimum describe what a facility is, not who owns it, or the administrative office where reports are filed.

Example -

Do
GE Manufacturing Plant

Don't Do
General Electric Inc.

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2. City names are usually only used when describing a municipal building.

Example –

Do

Haverhill Wastewater Treatment Plant

Don't Do

Haverhill Wal-Mart of Cleveland

3. You will see many programs who are concerned with only one aspect of a facility, for example OIL may characterize a power plant as a fuel storage tank, when the fuel tank is actually just supporting infrastructure for the primary interest, that being the power plant. Try to find a name for the facility as a whole, that the company itself would use.

Example -

Do

AEP KAMMER / MITCHELL POWER PLANT

Don't Do

AEP KAMMER OIL TANK

Miscellaneous: Other useful tips and information for correcting FRS data

Industrial Classification – NAICS information cannot be changed in the FLA. It is recommended that you contact the program of record. If you wish to query by industrial classification - our Industrial Classification Standard can be found at:

http://iaspub.epa.gov/sor_internet/registry/datastds/findadatastandard/epapproved/sicnaics/SICNAICS_01062006.pdf

Contact and Ownership Information

1. Contact and ownership information cannot be changed in the FLA. It is recommended that you contact the program of record.
2. Sometimes Googling a contact phone can help verify if a facility with more than one name and more than one contact is the same facility.

National Priority List (NPL) sites: Process for suggesting corrections to NPL information

1. FRS data steward should contact the regional NPL program staff (see contact list) with the information concerning the changes that are being recommended.
2. If NPL regional staff concurs, the change will be made in the CERCLIS system by the Regional CERCLIS staff.
3. CERCLIS will then be refreshed with Envirofacts, and FRS will get that information through Envirofacts. Envirofacts receives CERCLIS refreshes every 30 days. FRS receives these refreshes within 3 days after that.

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Regional CERCLIS Contacts:

Region	Point of Contact
1	Brenda Haslett (Patti Ludwig-Removal)
2	Diann Cox-Tramel (Pamela Judd-Enforcement)
3	Frank Cellucci
4	Charlotte Whitley
5	Vince Saunders (Kerry Street, Doug Zamastil-IMC communications)
6	Alice Hollier
7	Michelle Quick
8	Dianna Lim
9	Kevin Castro
10	Lynne Kershner

Commonly Used Sites

Business Search/Address

www.google.com

<http://smallbusiness.dnb.com> (Dun & Bradstreet)

Address and Street (County, Zip, etc)

<http://www.melissadata.com/lookups/index.htm>

Lat/Long

Arc/GIS Explorer

<http://www.hmssurprise.org/Resources/whereami.html>

Other

Chain stores and services stations often have location lookup services online